



May 2011 Workshops Wasatch Front South/Dept. of Workforce Services

To pre-register: Email workshop@utah.gov or call 801-468-0132

(Please include: Your name & phone number along with workshop title, date, & location)

* Reservations accepted up until 24/hrs **PRIOR** to the workshop *

Workshops: – Open to ALL Customers	Date	Time	Location
Budgeting & Rebuilding Your Finances: (<i>Prerequisite: Participants are encouraged to print/complete budget sheets in preparation for class</i>). Learn basic budgeting and how to get your finances back on track. Topics include: budgeting, repaying debt, building credit and savings. <i>Presented by: Mtn America Credit Union</i>	May 5 May 19	1 – 4 pm 1 – 4 pm	South County Metro
Skills Identification: (<i>Prerequisite: Must have a registration/login in jobs.utah.gov and have basic internet navigation skills</i>). Identify marketable skills by using online assessment tools. Participants will gain a better understanding of transferable skills and interests that can be used in all aspects of career management.	May 17 May 31	1 – 4 pm 9 am - noon	Metro South County
Resume Building: Learn how to write and design a cutting-edge resume and cover letter or POWER UP a current resume to get that interview! Customers will receive resume and cover letter examples to assist them in writing and designing their personal career documents.	May 3 May 4 May 17 May 18 May 24 May 31	1 – 4 pm 9 am – noon 9 am – noon 9 am - noon 1 – 4 pm 1 – 4 pm	South County Metro Midvale West Valley Metro South County
Job Searching With Technology: (<i>Prerequisite: Must have computer skills AND an active jobs.utah.gov registration PRIOR to attending the workshop.</i>) Learn how to safely job search while using the best commercial job sites. Publish your resume online, research companies you want to work for & learn some advanced job search techniques to help you navigate jobs.utah.gov (3/hr workshop). No Walk-Ins Allowed	May 2 May 9 May 16 May 23	1 – 4 pm 9 am – noon 9 am - noon 1 – 4 pm	South County Metro South County Metro
Interviewing Skills: Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market skills, and answer questions to enhance interview effectiveness (3-hour workshop).	May 3 May 4 May 17 May 18 May 24 May 31	9 am - noon 1 – 4 pm 1 – 4 pm 1 – 4 pm 9 am - noon 9 am - noon	South County Metro Midvale West Valley Metro South County
Networking Strategies: It is estimated that 80% of all job offers come through traditional networking efforts or tapping into one's "circle of influence" to create "warm" contacts with employers. Learn how to design and implement a strategic networking plan and find employment OPPORTUNITIES in the "hidden" job market.	May 2 May 16	9 am - noon 1 – 4 pm	Metro South County
Personal Branding For Professional Success: Learn how to market yourself effectively to potential employers through image management. Participants will complete career-fit assessments; develop marketing messages that can be used throughout the job search; learn strategies for communicating messages through dress, and understand the benefits of role models.	May 9 May 23	9 am - noon 9 am - noon	Midvale Metro

Metro
720 South 200 East
Salt Lake City, Utah

Midvale
7292 So. State Street
Midvale, Utah

S. County
5735 So. Redwood Rd.
Taylorsville, Utah

West Valley City
2750 South 5600 West
West Valley City, Utah

Workshops will START on time so please arrive 15 minutes early

* (Latecomers will need to reschedule)